# Job Title: Centre Coordinator

**Location:** Tobin Centre, 8 Ardboe Rd, Cookstown BT80 0HT

**Salary:** £15 per hour

**Hours:** 12 hours per week.

Reports to: Tobin Centre committee.

## Job Purpose:

The Centre Co-Ordinator is responsible for the smooth day-to-day running of the centre, ensuring effective administration, co-ordination of activities, and supporting staff, service users and visitors. This role is crucial in maintaining a well-organised, welcoming, and professional environment.

## Key Responsibilities:

- Oversee centre operations and maintenance.

- Manage bookings, room allocations, and schedules.

- Ensure compliance with health and safety regulations.

- Maintain supplies and equipment.

- Keep accurate records of attendance, bookings, and incidents.

- Handle correspondence, filing, and document management.

- Manage databases and update records.

- Process invoices and track expenses.

- Assist with budget monitoring and financial reporting.

- Manage petty cash and expenses.

- Act as the first point of contact for visitors and service users.

- Handle enquiries professionally via phone, email, and in person.

- Provide support to staff, service users, and stakeholders.

- Assist with staff and volunteer recruitment and induction.

- Schedule and coordinate shifts.

- Inform and guide staff on policies and procedures.

- Assist in event and workshop planning.

- Coordinate with external partners and service providers.

- Ensure smooth execution of events.

- Enforce safeguarding and data protection policies.

- Conduct risk assessments and implement precautions.

- Ensure compliance with organisational policies and procedures.

## Person Specification:

### Essential Criteria:

- Proven experience in administration, coordination, or centre management.

- Strong organisational and multitasking skills.

- Excellent communication and interpersonal skills.

- Proficiency in Microsoft Office and administrative systems.

- Ability to work independently and as part of a team.

- Strong problem-solving skills and ability to handle pressure.

- A commitment to equality, diversity, and inclusion.

### Desirable Criteria:

- Experience in a community centre, charity, or similar environment.

- Knowledge of budget management and financial processes.

- First Aid and Health & Safety training.

- Experience working with volunteers

# Application Form

Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Personal Information:

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Employment History:

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Employed: From \_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_

Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Education & Qualifications:

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Skills & Experience:

Please describe how your skills and experience match the job description and person specification.

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## Supporting Statement:

Explain why you are applying for this role and what skills you can bring to the position.

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## References:

Provide two references, one of which must be a current or recent employer.

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Declaration:

I confirm that the information provided is accurate to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_